

Zeta Book Scanner

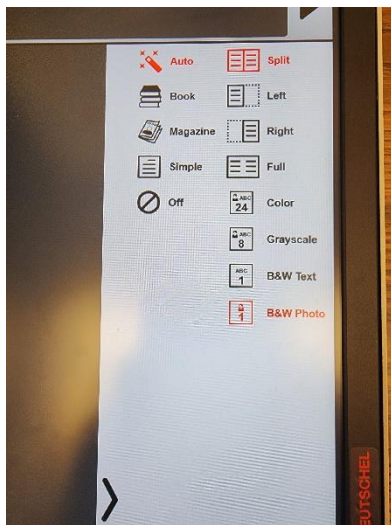
Chose an option

- **Shopping Cart** – this is to send as an email
- **Direct Output (USB stick)** – this is to save directly to USB

You can start scanning immediately. The default settings are **Split Page** and **B&W Photo**

Settings on the Zeta

There are 2 ways to get to the settings. The side bar that shows up on the screen or the settings wheel at the bottom of the page.



Note: If you change the settings after you scan a document you can see the changes immediately.

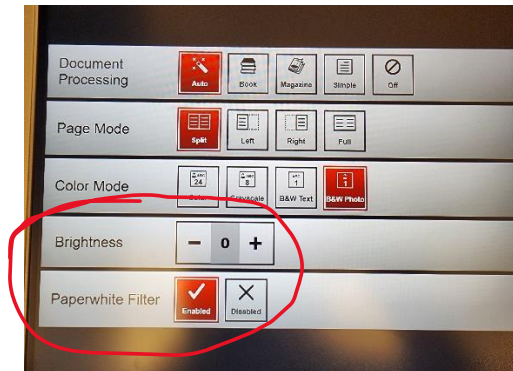
Example: You scanned a picture from a magazine and it shows up as a black and white scan (because you forgot to choose the color option). If you change the setting to color then the scan will now show in color.

Settings you can choose from:

- **Page Mode:**
 - Split
 - Left
 - Right
 - Full
- **Document Processing:**
 - Auto
 - Book
 - Magazine
 - Simple
 - Off
- **Color Mode:**
 - Color
 - Greyscale
 - B&W Text
 - B&W Photo

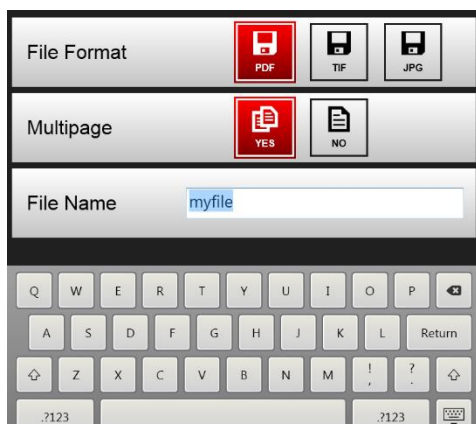
Settings you will almost never use:

- **Brightness**
 - Plus & Minus
- **Paperwhite Filter**
 - Enabled
 - Disabled



Scanning to USB Drive – Direct output

- Insert Your USB drive into one of the USB ports in the front of the screen
- Place the book on the tray with the spine in the center & open to the pages you want to scan
- Level the pages by gently pressing one side down if needed
- Then Touch I Agree to the Copyright Policy and
- Press "**Direct output**" to save to USB
- Then Press Next on the lower right
- Choose your file format and whether you want one PDF or Multiple PDFs for what you scan
- Enter the name you want for your PDF(s) file



- Then press the Next button on the lower right to get to the scanning screen

The Scanning Steps - Scan, Crop, Save & then Repeat

- Press the green scan icon on the screen and gently hold the edges of your pages flat while the scanner scans
- Then crop the pages by sliding the red circles in the corner of the scan so the red outline only contains the information you want.



Note: cropping pages is very important for creating small file sizes

- Press the save icon after setting the cropping to add those pages to the file you named previously
- Turn to the next page and repeat the **Scan, Crop, & Save** steps again until you are done adding pages to that file
- If you want to start a new file then press the New icon and enter a different file name and then every time you press Save those pages are added to that file name
- When you are finished scanning always press **LOG OUT** in the upper right corner

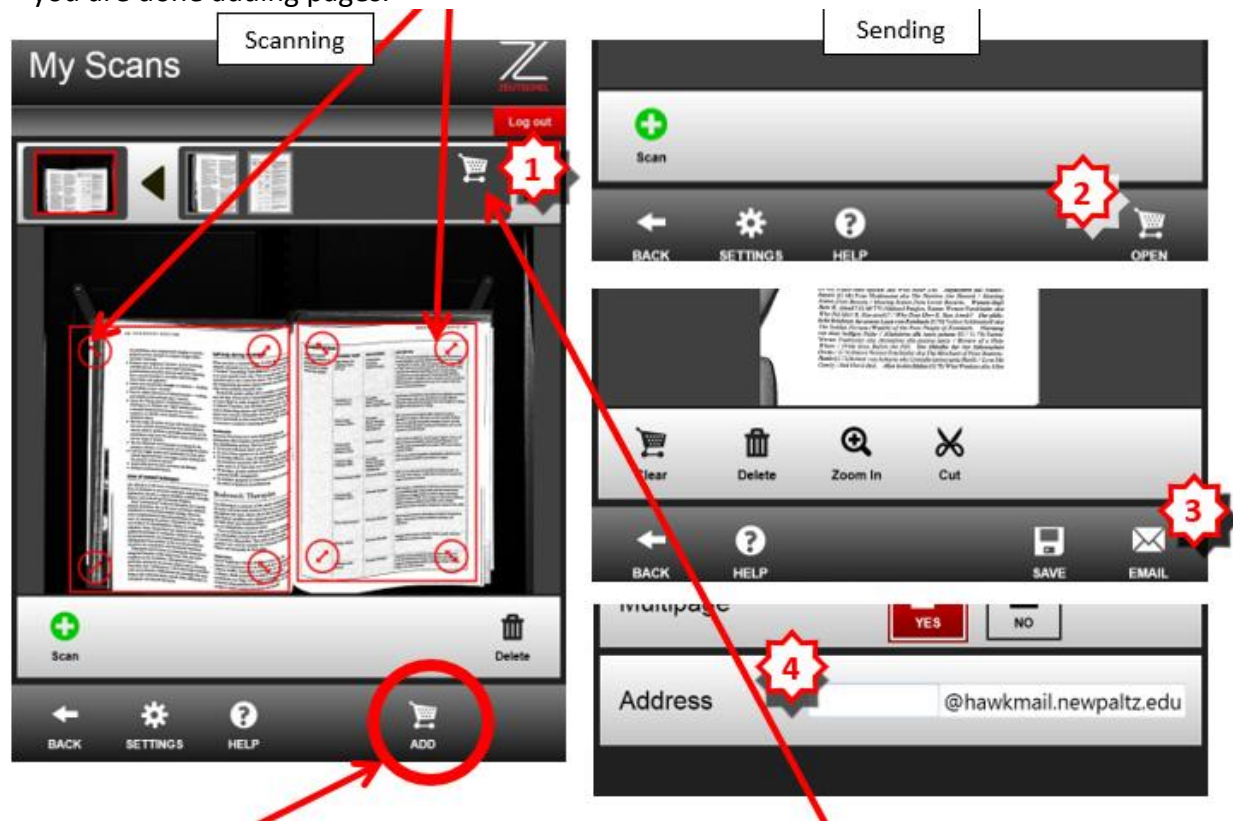
NOTE: All files go to a folder named "Zeta" on your USB drive.

Save to your Email

- Place the book on the tray with the spine in the center & open to the pages you want to scan
- Level the pages by gently pressing one side down if needed
- Then Touch I Agree to the Copyright Policy and
- Press **"Use Shopping Cart" to send via email**
- Then Press Next on the lower right

The Scanning Steps & send to Email

- Press the green scan icon on the screen and gently hold the edges of your pages flat while the scanner scans
- Then crop the pages by sliding the red circles in the corner of the scan so the red outline only contains the information you want.
- Then press the ADD to shopping cart button to hold your pages until you are ready to email them
- Turn to the next page and repeat the **Scan, Crop, & ADD to shopping cart** steps again until you are done adding pages.



1. When done scanning press the cart icon here
2. Then press the open cart icon
3. Press the Email button
4. Finally enter your email to send (enter any email)

Note: documents are sent OCR capable.